



## VFC Provider Staff Training

The 2021 VFC Provider Staff Training is available. If you are a Vaccine Coordinator or a Back-up Vaccine Coordinator you have until February 28<sup>th</sup>, 2021 to complete this course. After that time, your facility vaccine orders will be held until the course is complete by all coordinators.

### Staff Changes

If there are any staff or facility changes that are not yet reflected in VacTrAK, please follow the instructions and links found on the [Notification of Staff or Facility Changes](#) table. To change any user information, please use the form to [Add/Modify Users](#).

### Instructions

1. Go to <https://hsstraining.alaska.gov/login>
2. When you are prompted to enter an employee number:
  - a. State employee login: six digit employee number
  - b. Non-state employee login: first initial last name
    - i. Example: Amanda Smith=asmith
3. If you need a password, select “Request or Reset Password”, and follow the prompts.
4. Check your email for a password reset link and click that link to set your password.
5. On the [homepage](#), click on “VFC Provider Staff Training” located under the *Section of Epidemiology Training* header.
6. Click on “Complete Course”.
7. At the end of the course, **complete the final quiz**.
8. Optional: view and save your certificate of completion.

#### Contact the Immunization Helpline

Anchorage: 907-269-8088 | Toll Free: 888-430-4321 | Email: [immune@alaska.gov](mailto:immune@alaska.gov) | Fax: 907-562-7802

Website: <http://dhss.alaska.gov/dph/Epi/iz/Pages/default.aspx>